

Updated March 6, 2010

Notice to Bidders on Mn/DOT Projects with ON-THE-JOB-TRAINING PROGRAM Requirements

ANNOUNCING A CHANGE IN DOING BUSINESS

Mn/DOT is now requiring that a completed On-the-Job Training (OJT) Program Approval [Form](#) (see attached or insert link) **must be submitted no later than the time prescribed in the Proposal.**

The On-the-Job Training (OJT) Program Approval Form must include

- The contractor's EEO Officer and contract information
- The project goals for the number of trainees and the number of work hours
- The contractor's plan for
 - The specific trades in which the contractor plans to employ trainees
 - The number of trainees the contractor projects to hire
 - The projected hourly assignment for each trainee
 - Each trainee's projected start and end date
 - Where the contractor plans to recruit each trainee
 - Planned training activities for trainees

If this Form is not complete and/or not received by the time prescribed in the Proposal, **the bid will be considered non-responsive and will be rejected.**

Questions regarding this form shall be directed to the Office of Civil Rights at (651) 366-3073:

On Projects that Mn/DOT opens the bids the Contractor may use one of the following means to submit their completed On-the-Job Training (OJT) Program Approval [Form](#). The completed form must be submitted to Mn/DOT prior to time prescribed in the Proposal:

- a) E-Mail the form to biddocsubmittal.dot@state.mn.us, place the State Project number in the subject line
- b) The form may be faxed to Nancy Boeve at 651-366-4248.
- c) The form may be mailed or otherwise delivered to Nancy Boeve, 395 John Ireland Boulevard, M.S. 650, ST. Paul, MN 55155.